

**Structured Experiences I.1****Creating a Syllabus**

After completing the checklist/comment form and sharing it with the protégé, the mentor will submit one copy to Mentoring Program, MCCE.-CMSU, TR Gaines 302, Warrensburg, MO 64093.

**Mentor Checklist & Comment Form****Due October 1, 2004**

<b>Components</b>	<i>E .....Excellent</i> <i>G.....Good</i> <i>A ..... Average</i> <i>NW.....Needs Work</i> <i>M..... Missing</i>	<b>Comments</b> <i>Please use the back, if needed .</i>
Syllabus developed for each course	E G A NW M	
<b>*Rationale was included for each</b>	E G A NW M	
Rationale relates to district's mission and philosophy	E G A NW M	
<b>*General description of the course content is included</b>	E G A NW M	
<b>*Graduate goals or outcomes are included</b>	E G A NW M	
Syllabi are easy for students to read and understand.	E G A NW M	
Syllabi are shared with parents and administration	E G A NW M	
Syllabi include major assignments w/due dates (consideration given to release days and holidays)	E G A NW M	
Test dates are evident	E G A NW M	
Late-work policy stated (if work is accepted, if points deducted and how many each day, at what point late work will not be accepted)	E G A NW M	
Attendance policy included	E G A NW M	
Statement regarding academic dishonesty and/or other classroom rules included.	E G A NW M	
Grading policy stated (how will work be evaluated)	E G A NW M	
Make-up policy for illnesses or emergencies is included	E G A NW M	
Teacher & course information (conference hours, contact time, phone number, course name, credit, time * dates, etc)	E G A NW M	
<b>*Variety of teaching strategies, student learning opportunities and activities are included.</b>	E G A NW M	
<b>*Course outcomes aligned with Show-Me Standards</b>	E G A NW M	
<b>*Each course is school board approved.</b>	E G A NW M	

**\*Required components for MSIP and this assignment.**

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**Program Area**


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**Mentor Signature**


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**Date**